

MINUTES
TMCC Subcommittee on Policies and Procedures ('SPP')
July 27, 2016
The Glass Room, Bangs Center, Amherst, MA

This was the first substantive meeting of the Subcommittee, after the TMCC formally voted to create it on July 15, and after most members have been sworn in by the Town Clerk.

Attending: Chris Riddle, Jacqui Maidana, Amber Kacey, Michael Greenebaum, Janet McGowan, Adrienne Terrizzi, John Hornik

Public Attending: John Fox

Called to order: 12:10 pm

Agenda:

1. Minutes of 7/15/16 provisional meeting
 2. Introductions, membership and election of officers
 3. Review subcommittee's statement of purpose
 4. Next steps:
 - a. Regular meeting schedule – time & place for next meeting
 - b. Methods for soliciting public comment
 - a. Support for TMCC testimony before the charter commission on Aug. 1, 7pm
 - b. Public relations
 5. Initial discussion of Town Meeting - what works well and what should be improved – if there is enough time
 6. Topics not anticipated 48 hours before meeting
 7. Public comment
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- 1) **Minutes of 7/15/16 provisional meeting:** Agreed not to formally review and approve these minutes, since the meeting was provisional and before the subcommittee was established.
 - 2) **Introductions, membership and election of officers:**
 - a) Introductions were made.
 - b) Membership:
 - i) Agreed to table the question of membership - the names of the people serving and the initial size of the subcommittee - since some people have been asked to participate and have not yet responded. The attendance today is a quorum (50% plus one) of the members currently sworn in.
 - ii) Per the charge from the TMCC, the term of all members will be two years.
 - c) Election of Officers: Chris Riddle said he was available as chair, on the understanding that he has limited time available between now and January. He was elected as chair, Jacqui Maidana as vice chair, and Michael Greenebaum as Clerk. All votes were unanimous.

- 3) **Review subcommittee's statement of purpose:** We reviewed a draft statement. Several suggestions were made. Agreed that 'Policies and Procedures' includes TM structure. Greenebaum will make revisions and forward a new draft prior to the next meeting.
- 4) **Next Steps:**
 - a) **Regular Meeting Schedule:** Every other Tuesday at 4:30, starting on August 9. Jacqui Maidana and Adrienne Terrizzi will share the job of reserving the room and posting it. The deadline for the agenda is the Wednesday before the Tuesday meetings.
 - b) **Support for TMCC testimony before the Charter Commission on Aug. 1:**
 - i) SPP will ask the TMCC if Chris Riddle and Jackie Maidana can be part of the presentation and for Chris to take the opportunity to publicly announce the creation of the SPP as part of the presentation and to invite all interested to attend.
 - ii) Chris and Jacqui will make it clear that ours is an on-going group dedicated to providing more capacity to TMCC so that it can better investigate and implement improvements to TM. They, along with Peggy Roberts, will express pride in TM and TMCC, partly by tabulating the recent history of improvements proposed or facilitated by the TMCC.
 - c) **Public Relations:** Discussed the idea of a press release and/or contacting a reporter. Left it for now with the idea of a notice to the Charter Commission on Aug. 1.
 - d) **Method for Soliciting Public Comment:**
 - i) We discussed options – hearings and/or more informal methods – and did not resolve a strategy. This will be on the agenda at our next meeting.
 - ii) How do we reach all TM members? Mary Streeter has a partial email list, made up of members who provided emails to her. But some don't want their email addresses available to the public.
 - iii) **Existing Resources:** We have a 1997 study from the 'Town Meeting Study Committee'. There was a later group, the Town Meeting Improvements Committee [created April, 2003] which instituted several improvements, among them child care compensation and the creation of the TMCC. (Chris Riddle was on this committee.) The current Charter Commission is collecting issues, comments and suggestions. Lastly we have many years of suggestions collected by the TMCC.
 - iv) How do we avoid getting buried in a mass of detail?
 - v) It might be good to touch base with Peter Heckenbleikner before he leaves.
 - vi) We'll try making notes on large wall tablets next time.
- 5) **Initial Discussion of Town Meeting:** We didn't really reach this agenda item.
- 6) **Topics not Anticipated:** None
- 7) **Public Comment:** John Fox participated in general discussion.

Submitted by:

Chris Riddle, July 27, 2016